



**Policies and Procedures for
Completion of the NBC Inter/Intra
Agency Agreement Form and
Statement of Work**

**Prepared by the Customer Agreements Team
On 7/26/02**

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A. INTRODUCTION

Welcome to the Policies and Procedures for Completion of the Inter/Intra Agency Agreement Form and Statement of Work. The policies, procedures and related forms were created to standardize the agreement process at the National Business Center. The policies and procedures contained in this document are intended to be used by all organizations who currently enter into reimbursable agreements with customer agencies. They are not intended to be used for DOI work orders.

Background

One of the primary objectives of the NBC is to standardize and consolidate administrative functions, to improve their efficiency and effectiveness and to reduce the cost of these services to its customers. In order to be the leading provider of administrative products and services, the NBC must conduct business consistently as a single entity with commonly held philosophies and standardized business practices. To help achieve this goal, a business practice team was formed to develop a standard method for capturing indirect costs. Based upon the Indirect Cost Team's groundbreaking study and recommendations, other business practice teams were formed to standardize practices in related subject matter areas such as pricing, cost accounting, customer agreements, billing and billing systems, and budget. This document implements the recommendations of the Customer Agreements Team.

Overview of the Process

A customer agreement is a document which establishes the responsibility of the NBC to provide products or services to a customer and the responsibility of the customer to pay for those products and services. The customer agreement is defined, described, and portrayed by the Inter/Intra Agency Agreement Form which is to be completed for all reimbursable work performed by the NBC. Pages 1 and 2 of the form and the Statement of Work must be completed by the Project Coordinator/Administrative Officer prior to forwarding the form to management for approval. After all NBC data and approvals have been obtained, the form should be sent to the customer for approval.

Responsibilities

The Project Coordinator/Administrative Officer is responsible for gathering all data required for the NBC portion of the agreement, (including the Statement of Work and the Internal NBC form), negotiating the agreement terms with the customer, completing the agreement forms and getting appropriate NBC approval signatures. The Project Coordinator is responsible for tracking the agreement through the entire routing and approval process and for monitoring performance, charges and collections against the agreement when it is in place.

The Business Line Manager is responsible for approving the agreements and ensuring that the products and services provided are appropriate within the product line.

The Finance Systems and Operations Division is responsible for entering the agreement data into FFS and maintaining the official copy of the agreement.

The Budget Office is responsible for entering the budget authority created by the signed agreement into FFS.

B. BUSINESS RULES AND POLICIES FOR DEVELOPING INTERAGENCY AGREEMENTS

1. Work should not begin on any project without a completed interagency agreement in place signed by both NBC and the customer. Estimated reimbursable agreements (ER) can be used to monitor work on unsigned agreements.
2. All NBC interagency agreements must follow the written procedures for developing interagency agreements and must have the appropriate authorization signatures. All NBC reimbursable agreements will be entered into the NBC FFS application as FFS Customer Agreement Documents. Estimated agreement documents (ER) will be input at the time the NBC formulates the agreement. The actual agreement document (RA) will be input after both parties sign the agreement.
3. New agreements should be put in place each new fiscal year, even for existing customers.
4. During the fiscal year agreements can be modified for any changes to scope or price.
5. Agreements must be coordinated with other sections of NBC to ensure that any impact on resources has been worked out.
6. The current NBC add-on overhead rate (FFS burden) on reimbursable agreements will be eliminated on the agreement forms and will be distributed to client agreements through automated indirect cost allocations.
7. When a customer provides the NBC with their agreement form, the project coordinator will complete the NBC agreement form to ensure the proper data elements are captured for FFS and EIS. This document does not need to be routed to the customer for signature.

C. DETAILED ROUTING AND APPROVAL PROCESS:

1. Project Coordinator in consultation with the client determines what level and type of NBC support is required for agreements with new customers and for on-going agreements. The Project Coordinator coordinates with other business lines that will be affected by the agreement (i.e., ADP for telecommunications support.)
2. Using the information from Step 1, the Project Coordinator completes the Task and Activity structure of the Statement of Work (SOW) for the new agreement and determines FFS accounts needed to meet NBC and Business Line reporting requirements. For each Activity (FFS account) on the SOW, the Project Coordinator/Administrative Officer will estimate the number of NBC direct labor hours and amounts (using the NBC published labor rates), and all other direct non-labor costs, such as travel, supplies and materials, etc. to accomplish the Activities for each Task. In addition, the annual NBC published Add-on Percent for Tier 1 and Tier 2 indirect costs, and Reserves for Future Costs will be applied to the direct costs to derive the total amount for the Activity. This will also become the estimated funding for each FFS account (Activity) supporting this agreement. (Note: This step should also include all new forms and requirements resulting from the Pricing Team report.)
3. After the SOW is completed, the Project Coordinator obtains the Inter/Intra Agency Agreement number and completes pages 1 and 2 of the NBC Inter/Intra Agency Agreement form, including listing all Tasks and amounts from the SOW. The draft agreement and SOW are now ready for internal NBC approval. Refer to Section E. of this document for points of contact who will provide assistance with agreement numbers.
4. The draft agreement and SOW should be sent to the appropriate Business Line Manager for review. If approved, the Business Line Manager will sign page 2 of the agreement in block 13b. The approved agreement will be sent on for additional approvals as necessary. If disapproved, the agreement will be returned to the Project Coordinator/Administrative Officer for action.
5. Agreements approved by the Business Line Manager will be forwarded to the appropriate Assistant Director or DOIU President for review. If approved, the Assistant Director or DOIU President will sign page 2 of the agreement in block 13b. The approved or disapproved agreement will be returned to the Project Coordinator/Administrative Officer for action.
6. The Project Coordinator/Administrative Officer will attach an NBC transmittal letter (Appendix 1) to the approved/signed agreement and SOW and mail to the client. In addition, the Project Coordinator will complete the NBC Internal Form (page 3) of the agreement.
7. Pages 1, 2, and 3 of the NBC approved draft agreement will be forwarded to Finance Systems and Operations Division for input into the FFS system as an "ER", Customer Agreement Estimate Setup Document. (Project Coordinators will be allowed this authority, if desired). The "ER" document will establish a record in the FFS Customer Agreement Header (CAHT) and line (CALT) inquiry tables. The first position of the "ER" number will contain an "*" until approved by the "RA" document in Step 9. The FFS will not distribute costs or generate billings for Estimated Agreements (ER's) until approved by the FFS "RA" document. Budget Office, Project Coordinators and other NBC officials can view all NBC estimated ER's and approved agreement's on-line using the FFS CAHT/CALT inquiry tables. In addition, status reports for estimated (ER) and approved (RA) reimbursable can be generated from the FFS Reporting Database using the CAHT/CALT tables.

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8. The Project Coordinator/Administrative Officer will also forward a copy of the completed NBC Internal Form to those individuals responsible for establishing FFS and Time and Attendance system account numbers. Refer to Section E. of this document for points of contact who will provide assistance in establishing account numbers. It is very important to have all account numbers established before any work is performed on the agreement in order to capture all NBC direct costs associated with the new agreement. The Project Coordinator/Administrative Officer will notify all NBC staff working under the terms of the new agreement of the proper Time and Attendance system account numbers to use when charging client direct labor hours to the agreement.
 9. If the client approves the draft agreement, Block 13a. will be signed and the draft agreement returned to the NBC, Finance Systems and Operations Division, 7401 W. Mansfield Avenue, MS D2700, Denver, CO 80235. If it is not approved, the Project Coordinator will be informed and will work with the client to resolve any issues. If the resolution with the client results in a change in price or scope of work, it will be rerouted for NBC internal approvals. Also, depending on the type of revision, FFS accounts, Time and Attendance system accounts and the FFS “ER” document may also need to be revised.
 10. Finance Systems and Operations Division keeps the original Agreement and Statement of Work and sends a copy to the D.C. Budget Office for signature and to be used in updating the financial plans. The original agreement is kept in the Finance Systems and Operations Division for official records maintenance.
 11. Approved agreements will be entered by the Finance Systems and Operations Division into the FFS referencing the previously established “ER”, which will approve the “ER”, remove the “*” in the first position of the “ER” number, and allow costs to be distributed to the agreement and billings to be generated. Also, the FFS cost accounts established in Step 8 will be “linked” to the approved agreement by creating records by Finance in the FFS Budget Fiscal Year Project/Customer/Agreement Table (FPCA). This will cause any costs that have accumulated while the agreement was “unapproved” to be distributed to the approved agreement for billing.
 12. Billings will be generated by FFS using the values entered for the agreement from Block 3 of the NBC Internal Form. These values will determine the type of billing to generate, frequency, and advance amount, etc. The FFS CAHT/CALT inquiry tables, which contain all NBC agreements, will be updated as cost, billing, collection, advance liquidation transactions are posted against the agreement.
 13. Authorized individuals can monitor the status of NBC agreements using the following on-line FFS inquiry tables.

CAHT/CALT, Customer Agreement Header/Line Table – Displays costs, billings, collections, advances for all NBC agreements.

PROJ/Project Table – Displays costs summarized at the RA Task level.

SPRJ, Sub-Project Table – Displays costs summarized at the RA Activity level.

FPCA, FFS Budget Fiscal Year Project/Customer/Agreement Table – Displays the cost accounts that are “linked” to the RA.

PSDP/PSDX, Project Spending Cross-Reference Table – Displays transaction detail for the Sub-Project Table, SPRJ.

D. GLOSSARY OF TERMS

1. Authorities:

- a. **Economy Act – (31 USC 1535)** – An act passed by Congress in 1932 which provides the authority for Federal agencies to order and pay for goods and services obtained from other Federal agencies.
- b. **Government Management Reform Act - P.L. 103-356 s. 403(f)**. The Government Management Reform Act of 1994 established Franchise Funds on a pilot program basis for six Executive Agencies. The Department of the Interior was selected as one of the pilot programs. Each Franchise Fund was authorized to provide common administrative support services to other agencies.
- c. **Working Capital Fund – (43 USC 1467, 1468)** – The Department's Working Capital Fund was established to provide common administrative and support services efficiently and economically at cost. The Fund is a revolving fund whereby capital is expended to provide services for customers who are billed for those services.

2. **Business Line Manager:** Used in this document to describe first authority level below Assistant Director/DOIU President: (i.e., Acquisitions Services Chief).
3. **Customer Agreement:** A document which establishes the responsibility of the NBC to provide products or services to a customer and the responsibility of the customer to pay for those products and services. It documents the procedure by which an agency needing products or services obtains them from another agency.

Some examples include:

- a. ISA Interagency Support Agreement
- b. IA Inter / Intra Agency Agreement
- c. RSA Reimbursable Support Agreement
- d. IAA Inter / Intra Agency Agreement
- e. RA Reimbursable Agreement

4. **Document Direct:** A software package that provides a common user interface to allow reports from the mainframe to be viewed on the individual PC's. This software provides an easy means of report distribution. Through Document Direct users are provided access to financial reports which can be viewed on-line or printed.

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5. **EIS/EIS Reports:** EIS is the Executive Information System being designed for management information and reporting. EIS will, ultimately, contain finance data, human resources data, status of projects at the NBC, customer products and program information. Standard reports and ad-hoc reporting capability are functionalities of this System.
 6. **ER Document, (FFS Customer Agreement Estimate Setup Document):** The FFS “ER” document processor will be used to record NBC Inter/Intra Agency Agreement forms in the FFS pending final approval. The “ER” Document establishes a preliminary record in the FFS Customer Agreement Header/Line Tables (CAHT/CALT), which is available for on-line viewing and **tracking**. When the agreement is approved, an FFS “RA” Document (see below) will be entered to record the approval, and allow accumulated costs and billings to be distributed/generated for the agreement.
 7. **Product Line Manager:** Used in this document to describe second level of authority below Assistant Director / DOIU President.
 8. **Project Coordinator:** Used in this document to identify person who coordinates execution of agreement for client. A project coordinator usually oversees several clients requiring the same product or service and may also be the Product Line Manager.
 9. **RA Document, (FFS Customer Agreement Setup Document):** The FFS “RA” document processor will be used to record approved NBC Inter/Intra Agency Agreement form in the FFS. The “RA” Document establishes a record in the on-line FFS Customer Agreement Header/Line Tables (CAHT/CALT), displaying the status of all costs, billings, advances, and collections associated with the agreement. If the NBC Inter/Intra Agency Agreement was previously enter in the FFS as an “ER” document pending approval, the “RA” document will approve the “ER”, and distribute all accumulated costs to the now approved agreement, and allow customer billings to be generated.
 10. **RA Number:** This number is generated when an agreement is scanned into the document imaging system.

E. POINTS OF CONTACT

1. To determine Cost Structure Codes/Cost Account Numbers:

Location		Name	Telephone No.	E-mail Address
Denver -	Primary	Mary Ellen Sargent	303-969-7454	MaryEllen_Sargent@nbc.gov
-	Alternate			
Reston -	Primary	Mary Ellen Sargent	303-969-7454	MaryEllen_Sargent@nbc.gov
-	Alternate			
Ft. Huachuca -	Primary	K.T. Tinnell	520-538-0423	NancyAnn_K_Tinnell@nbc.gov
-	Alternate			
Wash.,DC (MIB) -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			

2. To assign Inter/Intra Agency Agreement numbers:

Location		Name	Telephone No.	E-mail Address
Denver -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			
Reston -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			
Ft. Huachuca -	Primary	Dawne Spencer	520-533-0927	Dawne_L_Spencer@nbc.gov
-	Alternate	Ray Hardy	520-533-2565	Ray_Hardy@nbc.gov
Wash.,DC (MIB) -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			

3. To assign Vendor Codes:

Location		Name	Telephone No.	E-mail Address
Denver -	Primary	Jim Kernan	303-969-7780X2526	Jim_A_Kernan@nbc.gov
-	Alternate			
Reston -	Primary	Jim Kernan	303-969-7780X2526	Jim_A_Kernan@nbc.gov
-	Alternate			
Ft. Huachuca -	Primary	Julie Blankenship	520-538-8945	Julie_A_Blankenship@nbc.gov
-	Alternate	Kelly Prussman	520-533-1064	Kelly_J_Prussman@nbc.gov
Wash.,DC (MIB) -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			

4. For assistance in completing the required FFS data:

Location		Name	Telephone No.	E-mail Address
Denver -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			
Reston -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			
Ft. Huachuca -	Primary	Dawne Spencer	520-533-0927	Dawne_L_Spencer@nbc.gov
-	Alternate	Ray Hardy	520-533-2565	Ray_Hardy@nbc.gov
Wash.,DC (MIB) -	Primary	Ron Simpson	202-208-1423	Ron_N_Simpson@nbc.gov
-	Alternate			

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5. For any other questions regarding the completion of the Statement of Work and the Inter/Intra Agency Agreement Form, contact:

Location		Name	Telephone No.	E-mail Address
Denver -	Primary	Wanda Oeser	303-969-7082	Wanda J Oeser@nbc.gov
-	Alternate	Vickie Borden	303-969-7180	Vickie L Borden@nbc.gov
Reston -	Primary	Joan Kimmel-Franz	703-390-6683	Joan E Kimmel-Franz@nbc.gov
-	Alternate	Kim Neison	703-390-6627	Kim A Neison@nbc.gov
Ft. Huachuca -	Primary	Dawne Spencer	520-533-0927	Dawne L Spencer@nbc.gov
-	Alternate	Ray Hardy	520-533-2565	Ray Hardy@nbc.gov
Wash.,DC (MIB) -	Primary	Candy Davis	202-208-6359	Candace L Davis@nbc.gov
-	Alternate	Maggie Torres-Wilking	202-208-0301	Maggie Torres-Wilking@nbc.gov

Chapter 1

Statement of Work 02-61HA-DBIDE-001

Task A - Implementation Support

The National Business Center will provide the NTSB with project management and implementation support for the IDEAS-PD production application, System architecture review, business practice review, and user training. The following activities are included in this task:

Activity	Hours/Units	Amount
Functional Analysis (61HA-DBIDE-NTS01A-FA)	241	\$20,348
<ul style="list-style-type: none"> Conducting a client briefing and demonstration of IDEAS-PD Determining procurement functional requirements and work flow procedures Determining management information requirements Identifying security requirements and approval levels Identifying custom enhancement requirements and customization options for system configuration Conducting a technical assessment of current hardware and software configurations Identifying automated data conversion requirements 		
Technical Support (61HA-DBIDE-NTS01A-TS)	64	\$4,856
<ul style="list-style-type: none"> Developing and maintaining nightly, weekly, and monthly production cycles. Resolving problems with production cycles Set-up and submission of client jobs Installing new releases/deliveries of IDEAS-PD Executing all conversion programs and utilities as required to support new IDEAS-PD releases Telecommunication Support 		
Training (61HA-DBIDE-NTS01A-TR)	339	\$25,020
<ul style="list-style-type: none"> 1 3-day class for 2 Functional System Administrators 1 5-day class for 5 Procurement Staff members2 1-day classes for 20 Requisitioners/Approvers Developing training plans and schedules Developing training materials Configuring the training application 		
Project Management (61HA-DBIDE-NTS01A-PM)	112	\$9,776
<ul style="list-style-type: none"> Providing project planning, coordination and administration Monitoring resolution of problem reports, and delivery of associated software modifications Presenting/attending client briefings on project status 		
Task A - Total (61HA-DBIDE-NTS01A)	756	\$60,000

Statement of Work 02-61HA-DBIDE-001

Task B - NBC Support

The National Business Center will provide the NTSB with functional support of the Help Desk, software testing and enhancement development, Electronic Commerce, and participation in the Procurement User's Group. The following activities are included in this task:

Activity	Hours/Units	Amount
<i>Functional Support</i> (61HA-DBIDE-NTS01B-FS)	220	\$30,000
<ul style="list-style-type: none"> • Responding to client questions, and requests for assistance • Troubleshooting baseline and custom production problem reports • Participation in Procurement Users Group • Configuration management • Help Desk support • Assisting with client testing 		
<i>Task B - Total</i> (61HA-DBIDE-NTS01B)	220	\$30,000

**Statement of Work
02-61HA-DBIDE-001**

Task C - Software Licenses

The National Business Center will provide the NTSB with all necessary software licenses to support the IDEAS-PD production application. The following activities are included in this task:

Activity	Hours/Units	Amount
<i>Software Maintenance</i> (61HA-DBIDE-NTS01C-SM)	Fixed	\$100,000
<ul style="list-style-type: none">Initial 25 user IDEAS-PD licenseOracle Enterprise Edition with support		
<i>Task C - Total</i> (61HA-DBIDE-NTS01C)	Fixed	\$100,000

Statement of Work 02-61HA-DBIDE-001

Task D - Database Support & Hosting

The National Business Center will provide the NTSB with database administration support of the IDEAS-PD production application, initial database configuration and set-up, security administration, and web hosting facilities. The following activities are included in this task:

Activity	Hours/Units	Amount
Database Administration (61HA-DBIDE-NTS01D-DB)	312	\$40,000
<ul style="list-style-type: none"> • Database configuration and set-up • Performance Monitoring • Scheduled maintenance • Hosting Fee • Security administration • Back-up and restores 		
Task D - Total (61HA-DBIDE-NTS01D)	312	\$40,000

The National Business Center will provide

[illegible]

Statement of Work

____-____-____-____-____

Task B -

The National Business Center will provide

Activity	Hours/Units	Amount
<i>Task B - Total</i>		

Statement of Work

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Task C -

The National Business Center will provide

Activity	Hours/Units	Amount
<i>Task C – Total</i>		

Statement of Work

____-____-____-____-____-____

Task D -

The National Business Center will provide

Activity	Hours/Units	Amount
<i>Task D - Total</i>		

Chapter 2

Instructions for Completing The National Business Center Statement of Work Form

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
1	Task	The Tasks which have been named in the Description area of the agreement Each Task must be identified separately and must contain a description, the activity, the hours/units and the amount.	Provide a brief narrative description of the activities to be performed by this Task.	NBC	R
2	Activity	A specific breakdown of a task into major subcategories. Activities need to be defined as Reporting Categories within FFS.	Activity Based Costing (ABC) will ultimately be the driver for determining the activities that are to be defined on the Statement of Work.	Customer and NBC	R
3	Hours/Units	The total number of hours for a particular activity. If the NBC is providing a supply to a customer, this may be the total quantity of the supplies provided. The total hours for each task will equal the sum of all of the activities within each task.		NBC	R
4	Amount	The total price associated for each activity. The total amount for each task will equal the sum of all of the activities within each task.	The amount of all Tasks will equal the 'Total Price' on the agreement.	NBC	R

SAMPLE

Agreement Number: 02-61HA-DBIDE-001	
9. Authority: (Please check all that apply. If other is checked, please add a description.)	
Economy Act, 31 USC 1535 ____	
Government Management Reform Act, P.L 103-356 § 403 (f) ____	
Working Capital Fund 43 USC 1467, 1468 ____ Other ____	
10. Termination Provisions: (Please check the appropriate block)	
This agreement may be terminated before the end performance date by 30____/60____/90____/365____ day's written notice from either party, followed by mutual agreement between the parties. The customer will be billed for all costs incurred at the time of the termination.	
11. Billing Provisions: (Please check the appropriate blocks and fill in IPAC contact information)	
The customer will be billed each 30____/60____/90____/365____ days in advance of the services to be performed.	
Bill Format: IPAC ____ Purchase Card ____ 1080 ____ 1081 ____ Other ____	
NBC IPAC Contact Person Name: _____ Telephone Number: _____	
12. Other Terms and Conditions/Miscellaneous:	
Revisions to the terms of this agreement by either party will require a written modification to this agreement.	
13. Approvals	
13a. Customer Approval	13b. NBC Approval
Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____	Name: Glenda Pearsall
Title: _____	Title: Business Line Manager, NBC
Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____	Name: Richard H. Koebert
Title: _____	Title: Assistant Director, Products and Services, NBC
13c. For NBC Internal Use Only	
	Signature: _____ Date: _____
	Name: Sharon Sita
	Title: Budget Officer, NBC

National Business Center Inter/Intra Agency Agreement NBC Internal Form

Agreement Number: 02-61HA-DBIDE-001

1. NBC Account Numbers:

	Subtotal <u>by Task</u>
61HA DBIDE NTS01A PM - \$ 9,776	
61HA DBIDE NTS01A TS - 4,856	
61HA DBIDE NTS01A FA - 20,348	
61HA DBIDE NTS01A TR - <u>25,020</u>	
Subtotal	\$ 60,000
61HA DBIDE NTS01B FS -	\$ 30,000
61HA DBIDE NTS01C SM-	\$100,000
61HA DBIDE NTS01D DB -	<u>\$ 40,000</u>
Total	<u>\$230,000</u>

2. Vendor Code/Customer Number

95-03-001NTS

3. Billing Data: (This billing data is needed only if the Federal Financial System (FFS) generates the client billings. Its use will be dependent on recommendations made by the NBC Billing Team.)

Bill Cycle: ____
 Agreement Revenue Source Code: ____
 Advance Flag: ____
 Collection Update Max: ____
 Advance Update Max: ____
 Bill Type: ____
 Bill Agreement Amt %: ____
 Bill Obligations: ____
 Internal Bill Option: ____
 Bill Document Type: ____
 Bill Text Type: ____
 Bill Print Flag: ____
 Bill Start Date: ____
 Bill End Date: ____

National Business Center Inter/Intra Agency Agreement

1. Agreement Number:		2. Action Type: New ____ Modification ____ Termination ____	
3. Period of Performance: Start Date: _____ End Date: _____		4. FY:	
5. Customer Information		6. NBC Information	
5a. Customer:		6a. Directorate/Division:	
5b. Customer Reference Number:		6b. Product Line:	
5c. Project Coordinator:		6c. Project Coordinator:	
5d. Customer Agency Location Code:		6d. NBC Agency Location Code:	
5e. Customer Appropriation Code:		6e. NBC Appropriation Code:	
5f. Customer Account Number:		6f. Agreement Type: Fixed Price ____ Time and Materials ____	
5g. Customer Obligating Doc. #:			
7. Description			
Tasks:	Original Amount	Modification Amount	Total
A.			
Total Price			
8. Purpose of Agreement			

Agreement Number:	
9. Authority: (Please check all that apply. If you check other, please add a description.)	
Economy Act, 31 USC 1535 _____	Government Management Reform Act, P.L. 103-356 § 403 (f) _____
Working Capital Fund 43 USC 1467, 1468 _____	Other _____
10. Termination Provisions: (Please check the appropriate block)	
This agreement may be terminated before the end performance date by 30____/60____/90____/365____ day's written notice from either party, followed by mutual agreement between the parties. The customer will be billed for all costs incurred at the time of the termination.	
11. Billing Provisions: (Please check the appropriate blocks and fill in IPAC contact information)	
The customer will be billed each 30____/60____/90____/365____ days in advance of the services to be performed.	
Bill Format: IPAC ____ Purchase Card ____ 1080 ____ 1081 ____ Other _____	
NBC IPAC Contact Person Name: _____ Telephone Number: _____	
12. Other Terms and Conditions/Miscellaneous:	
Revisions to the terms of this agreement by either party will require a written modification to this agreement.	
13. Approvals	
13a. Customer Approval	13b. NBC Approval
Signature: _____	Signature: _____
Date: _____	Date: _____
Name: _____	Name: _____
Title: _____	Title: Business Line Manager, NBC
Signature: _____	Signature: _____
Date: _____	Date: _____
Name: _____	Name: _____
Title: _____	Title: _____
13c. For NBC Internal Use Only	
	Signature: _____ Date: _____
	Name: Sharon Sita
	Title: Budget Officer, NBC

**National Business Center
Inter/Intra Agency Agreement
NBC Internal Form**

Agreement Number: _____

1. NBC Account Numbers:

Subtotal	Subtotal by Task
Total	\$

2. Vendor Code/Customer Number

3. Billing Data: (This billing data is needed only if the Federal Financial System (FFS) generates the client billings. Its use will be dependent on recommendations made by the NBC Billing Team.)

Bill Cycle: ____
Agreement Revenue Source Code: ____
Advance Flag: ____
Collection Update Max: ____
Advance Update Max: ____
Bill Type: ____
Bill Agreement Amt %: ____
Bill Obligations: ____
Internal Bill Option: ____
Bill Document Type: ____
Bill Text Type: ____
Bill Print Flag: ____
Bill Start Date: ____
Bill End Date: ____

Chapter 4

Instructions for Completing The National Business Center Inter/Intra Agency Agreement Form

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
1	Agreement Number	NBC assigned Sequential Agreement Number unique for each Customer Agreement. Maximum of 15 characters. 2 positions - Budget Fiscal Year 9 positions – Budget Account Number 3 positions – Sequence Number 1 position – blank	Entered into the FFS for tracking all billings, collections, and costs associated with this client agreement. Final Wording is dependent on new NBC Account Structure. Refer to Section E of this document for points of contact who will provide assistance in obtaining a new agreement number.	NBC	R
2	Action Type	Type of Agreement New – is the initial agreement with this product line, for this customer. Modification – is a change to a previously established agreement, such as changes in scope or funds. Termination – end to the agreement.	Enter 'x' in NEW, MODIFICATION or TERMINATION	NBC	R
3	Period of Performance	Date when the support will begin and date when the support will end.	Enter as MMDDCCYY	NBC	R
4	FY	Fiscal Year covered by this Agreement	Enter as CCYY	NBC	R
5	CUSTOMER INFORMATION	Enter in blocks 5a thru 5g information that is unique to the customer entering into this Agreement	N/A	N/A	
5a	Customer	Customer (Agency) Name and mailing address	-	Customer	R
5b	Customer Reference Number	A unique, internal number assigned by either the customer or the NBC	Examples of how Ft. Huachuca assigns this number are: 1) A customer DARPA Order would have a unique number assigned, i.e., L38900 for the basic contract action, and subsequent changes would be recorded as L38901 for	Customer or NBC	O

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
			amendment 1. 2) An IA from Office of the Assistant Secretary of Defense for Reserve Affairs (OASDRA) had a project number of RA-2110X. The Customer Reference Number given was RA2110).		
5c	Customer Project Coordinator	Name, phone, fax, and email address of the project coordinator or the customer representative responsible for coordinating and establishing the Agreement.	-	Customer	R
5d	Customer Agency Location Code	A unique number assigned by the Department of Treasury to Federal Agencies for processing Intra-Governmental Payment and Collection (IPAC) transactions	-	Customer	R
5e	Customer Appropriation Code	Funding appropriation provided by the customer.	-	Customer	R
5f	Customer Account Number	Customer's funding account number.	-	Customer	R
5g	Customer Obligating Doc. #	Customer's own document number		Customer	R
6	NBC INFORMATION	Enter information in blocks 6a thru 6f	Refer to Section E. of this document for points of contact if assistance is needed.	N/A	
6a	NBC Directorate/Division	Name and mailing address of the NBC Directorate and Division	Must be consistent with the ORGANIZATION (ORGN Table) code used in the NBC cost accounts on the attached NBC Internal Form. Final wording is dependent on new NBC account structure.	NBC	R
6b	NBC Product Line	Name/Acronym of the NBC Product/Business Line	Must be consistent with the PROGRAM (PGMT Table) code used in the NBC cost accounts on the attached NBC Internal Form. Final wording is dependent on new NBC account structure.	NBC	R
6c	NBC Project Coordinator	Name, phone, fax, and email address of the project coordinator or the NBC representative responsible for coordinating and establishing the Agreement.	-	NBC	R
6d	NBC Agency Location Code	A unique number assigned by the Department of Treasury to Federal Agencies for processing Intra-Governmental Payment and Collection (IPAC) transactions.	Enter: 14-01-0001 (used by non-DOI reimbursable customer to identify where the IPAC Bill/Payment was	NBC	R

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
			initiated).		
6e	NBC Appropriation Code	Funding Appropriation code for NBC	Enter: 14X4523	NBC	R
6f	NBC Agreement Type	Identifies whether this Agreement for funding purposes will be based on a 'Fixed Price' or on 'Time and Materials'.	Enter 'x' in either Fixed Price or Time and Materials.	NBC	R
7	Description	List all Services (Tasks) and Prices (Original Amounts and Total) covered by this agreement. The Original Amounts, Modification Amounts and the new Total are to be entered on any Modifications to the agreement. Each agreement must contain at least one Task, beginning with the letter 'A'. Subsequent tasks are to be lettered in alphabetical order. The Task code(s) must be consistent with position 6 of the JOB NUMBERS that will be entered in item 1 on the NBC Internal Form. (In the attached sample of the Internal Form, the Job Numbers are NTS01A; NTS01B; NTS01C and NTS01D.	<p>These Task codes will be used to assign and/or report costs for this agreement.</p> <p>A Statement of Work (SOW) is to accompany the Agreement. The SOW will contain the Activity(ies) for each Task. Each Activity will contain an itemized listing of the functions to be performed. For each Activity, the estimated Work Hours and estimated Dollar Value required to complete the activity will be entered on the SOW. An instruction guide for completion of the SOW is included in this material.</p>	NBC	R
8	Purpose of Agreement	General narrative statement defining the terms and conditions of the agreement between the customer and the NBC.	A detailed statement of the work to be performed should be attached to the agreement.	NBC	R
9	Authority	Authority under which this agreement is entered into	Enter 'x' on one of the four lines, or check other and type in the authority, if not listed here.	NBC	R
10	Termination Provisions	Conditions, which will permit the termination of this agreement -- before the end of the performance date.	State the provisions for early termination of the agreement by entering an "x" in the appropriate block. See the Glossary of Terms in the Procedures and Policies guide for definitions of Economy Act, GMRA, WCF.	NBC Customer	R
11	Billing Provisions	The billing criteria and billing format are to be identified. Include the billing period and whether In Advance or Upon Completion of services to be performed.	<p>Awaiting additional information from the Billing Team</p> <p>Some NBC customers use Purchase Cards for payment. 1080 is for federal agencies not able to participate in a direct funds transfer.</p>	NBC	R

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
			1081 is for federal agencies that can participate in direct funds transfers. Check other, if appropriate and indicate what type of other payment. Identify the IPAC contact person if IPAC is checked.		
12	Other Terms and Conditions/Miscellaneous	Free-form entry for any appropriate text or narrative that is not addressed elsewhere in this document or in attachments to this document.	-	NBC or Customer	O
13	APPROVALS	Signature, Date, Name, Title of Approving Officials	N/A	N/A	
13a	Customer Approval	Customer authorized approvals.	The customer approval signature authorizes and confirms that sufficient funds are available to support this agreement	Customer	R
13b	NBC Approval	NBC authorized approvals	Refer to Detailed Routing and Approval Process on Pages C-1 and C-2.	NBC	R
13c	For NBC Internal Use Only	Budget office review.	The Budget Officer signs the agreement last.	NBC	R

**Instructions for Completion
of
NATIONAL BUSINESS CENTER
Inter/Intra Agency Agreement
(NBC Internal Form)**

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
1	NBC Account Numbers	Budget Account Number(s) established by the NBC Budget Office	Refer to Section E. of this document for points of contact who will provide assistance in establishing NBC account numbers. Final wording may be dependent on new NBC account structure.	NBC	R
2	Vendor Code/Customer Number	A unique number assigned to this customer by the NBC.	Must be valid in the FFS Vendor Table, VEND. Refer to Section E. of this document for points of contact who will provide assistance with assigning vendor codes. Enter the customer number associated with this agreement. The customer number consists of two fields. The first field identifies the customer, while the last field (one character) may be used as an address code for the customer. The entire customer number must be a valid vendor code in the Vendor Table (VEND) and may not be identified as a miscellaneous vendor. The entry in the Vendor table may be identified as a vendor, a provider, or both. Must be entered when document action is 'X'	NBC	R
3	Billing Data a. Bill Cycle	a. Enter: 'M' (monthly); 'Q' (quarterly); 'S' (semi-annually);	This Billing Data is needed only if the Federal Financial System (FFS) generates the client billings. Additional details and information	NBC	a. Required for all bill types other than 'M' (manual)

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
		<p>‘A’ (annually); or ‘E’ (end of job only)</p> <p>b. Revenue source code and sub-revenue source code that identify the revenue agreement. Revenue source code must be valid on the Revenue Source Table (RSRC) and the Sub-revenue source code must be valid on the Sub-revenue Source Table (SREV). Enter sub-revenue source only if the sub-revenue option on RSRC is ‘Y’. Must be coded on a Modify action and must match the original entry agreement Revenue Source/Sub-revenue source.</p> <p>c. Used to determine whether a bill should be generated for this reimbursable agreement when the billable amount exceeds the advance amount. A value of ‘N’ will allow a bill to be generated when the billable amount exceeds the advance amount. Enter ‘Y’ to limit the billable amount to the advance amount. FFS system will default to ‘N’, unless the Reference Agreement Number is entered (in which case, the Advance Flag is inferred from that document).</p> <p>d. Enter ‘Y’ if a collection against the revenue agreement should increase the collection amount and the maximum funding amount on the revenue agreement-</p>	regarding the Billing Data may be found in the FFS User’s Guide – The Project Cost Accounting System.		<p>or ‘N’ (not billed) unless a Reference number is entered. Otherwise, not allowed.</p> <p>b. Required for revenue agreements; otherwise, leave blank.</p> <p>c. O</p> <p>d. O</p>

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
	e. Advance Update Max Flag	<p>related tables as well as the maximum billable amount on the Budget Fiscal Year Project/ Customer/ Agreement Table (FPCA). Enter 'C' if a collection against the revenue agreement should increase the collection amount and the maximum funding amount on the customer agreement-related tables but <u>not</u> the maximum billable amount on the Budget Fiscal Year Project/ Customer/ Agreement Table (FPCA). A value of 'N' will allow collections to increase only the collection amount on the customer agreement tables. This field must be 'N' for non-revenue agreements. FFS system will default to 'N'.</p> <p>e. This field determines whether an advance against the customer agreement will increase the maximum funding amount. Enter 'Y' if an advance against the customer agreement must increase the advance amount and the maximum funding amount in the customer agreement-related tables. A value of 'N' will allow advances to increase only the advances amount in the customer agreement tables. This field must be 'N' for revenue agreements. FFS system will default to 'N' unless the Reference Agreement Number is entered (in which case, the Advance Update Max Flag is inferred from that document.</p>			e. O
	f. Bill Type	<p>f. Required unless a Reference Agreement Number is entered. Values are: E – External bill. For customers outside the federal government.</p>			f. R; unless a Reference Agreement number is entered.

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
	g. Bill Agreement Amount %	<p>H – A 1080 bill. For federal agencies not able to participate in direct funds transfer.</p> <p>I – internal bill. For customers accounted for in this FFS installation, the billing program will generate an IV transaction to perform the specified billing action.</p> <p>J – A 1081 bill. For federal agencies who can participate in direct funds transfers.</p> <p>M – Manual billing. Automatic Bill Generation program will create SVs to liquidate advances for this agreement, but no bills will be generated. Bills may be entered manually</p> <p>N – No bills. Automatic Bill Generation program will not produce bills for this agreement and the agreement number will not be allowed in any billing or bill reimbursement transaction.</p> <p>O – OPAC/IPAC. Automatic Bill Generation program will produce a Cash Receipt Document for OPAC billing.</p> <p>Z – OPAC/IPAC interface bill.</p> <p>g. Enter ‘Y’ if this agreement is to be billed based on the amount of the agreement rather than the amount of the distributed costs. If ‘Y’, the percent of the agreement amount to be billed must be entered. Enter ‘N’ if the agreement should be billed based on the amount of distributed costs. Defaults to ‘N’.</p>			g. O

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
	h. Bill Obligations	h. Enter 'Y' if this agreement is to be billed based on the amount of the distributed obligations in addition to project charges, expenditures, and burden. Enter 'N' if this agreement is to be billed based on the amount of distributed project charges, expenditures, and burden only. Defaults to 'N'.			h. O
	i. Internal Bill Option	i. Used only when the bill type indicates an internal customer (bill type 'I'). Enter 'P' if the generation program should pro-rate amounts across the customer accounting distribution lines stored in the Customer Accounting Distribution Table (CADT) based upon the relative maximum amount indicated in each customer accounting distribution line. Enter 'L' if the generation program should assign charge amounts to the CADT lines on the basis of the order in which they appear in CADT (line number sequence). Defaults to the value stored in the Project Options Table (PRJO).			i. O
	j. Bill Document Type	j. Enter document type to be placed in Billing documents created by the Automatic Bill Generation program.			j. O
	k. Bill Text Type	k. Enter text type to be placed in Billing documents created by the Automatic Bill Generation program.			k. O
	l. Bill Print Flag	l. Enter print flag to be placed in Billing documents created by the Automatic Bill Generation program.			l. O

Item #	Item Name	Definition	Comments	Source (Customer or NBC)	Required (R) or Optional (O) Entry
	m. Bill Start Date	m. Enter the date in which you wish to begin generating bills to the customer (MMDDCCYY). Defaults to 'N'.			m. O
	n. Bill End Date	n. Enter the last date in which the Automatic Bill Generation program should generate a bill for this customer agreement. Required entry unless a Reference Agreement Number is entered.			n. R

Appendix 1.

Sample Cover Letter (print on letterhead)

Date

Client Name
Client Address

Dear (Client),

Please find enclosed two copies of our Statement of Work as negotiated, as well as our two-page NBC agreement. Please review all documents for accuracy and obtain the indicated signatures. It is requested that one of the authorizing signatures be from someone in your organization who can certify that sufficient funds are available for this agreement. One copy of the signed agreement with the Statement of Work is for your records. Please return the other signed copy in the envelope provided.

The NBC welcomes you as a valued customer and we look forward to a positive working relationship with your organization. Thank you for choosing the NBC, Department of the Interior.

If you have any questions or concerns, please call me at _____ or contact me by e-mail at _____.

Sincerely yours,

(Product Line Manager or
Project Coordinator)

Enclosure